



# **JOB OPPORTUNITY**

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **STAFF SERVICES ANALYST**

**\$2,873 – \$4,671**

**ENFORCEMENT BRANCH HEADQUARTERS  
SACRAMENTO**

### **RESPONSIBILITIES:**

Under the general supervision of the Staff Services Manager I, or designee, the incumbent performs work of average difficulty in a wide variety of consultative and analytical staff services assignments related to the Enforcement Branch Budgets, Property Control, and Special Projects Unit (BPCSPU), including, but not limited to, assisting with evaluating, forecasting, procuring, and dispersing of equipment for sworn peace officers and non-sworn personnel; assisting with the preparation of the Branch Vehicle Acquisition Plan and annual and semi-annual DGS vehicle, procurement, insurance, and fuel reporting requirements and updating FAMs as necessary; maintaining and auditing the SharePoint Property Control Database, reviewing and providing as needed (daily-weekly- monthly-annual and triennial) reports including but not limited to replacement and rotation of law enforcement equipment, inventory, and vehicle utilization to management and Business Management Bureau (BMB); training users - property controllers, Staff Services Analyst's (SSA), and Office Technician's (OT) - on property control database usage and developing and revising procedures related to Property Control processes. ***Fingerprinting and background check are required. Free Parking! Close to Light Rail!***

### **DESIRABLE QUALIFICATIONS:**

- Experience in conducting detailed analysis;
- Experience in the development of policies, procedures and objectives;
- Knowledge and/or experience with law enforcement equipment and knowledge of mechanical working of vehicles;
- Knowledge of SAM and DGS requirements regarding property acquisition and disposal; as well as legal requirements for law enforcement equipment;
- Ability to handle multiple responsibilities including organizing and prioritizing workload to meet deadlines;
- Customer service oriented, excellent interpersonal skills and ability to work with all levels of the organization;
- Strong skills in Microsoft Applications (i.e. Outlook, Word, Excel, Access and PowerPoint);
- Strong skills with database applications such as SharePoint, Access, etc.;
- Excellent analytical, writing, and verbal communication skills;

10/30/14 EMC

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### **DO NOT SUBMIT APPLICATIONS TO CalHR**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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- Ability to work with extreme independence under general supervision or in a team setting;
- Willingness to learn and adapt to change;
- Ability to transport supplies and equipment from one location to another;
- Ability to legally operate a vehicle.

### WHO MAY APPLY:

Applications will be accepted from current State employees at the Staff Services Analyst level, those with transfer eligibility, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or certification list eligibility) on the state application.***

**All applicants**, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (include copy of college degree and/or transcripts if required) will eliminate you from being considered for the position.

### APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) and proof of meeting the minimum qualifications of the classification to Maria Fuentes, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (include copy of college degree and/or transcripts if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE “STAFF SERVICES ANALYST, PSN # 413-189-5157-xxx” ON THE STATE APPLICATION.**

**Applications must be postmarked by the final filing date to be considered.** For additional information, please call Maria Fuentes at (916) 492-3309.

**FINAL FILING DATE: November 14, 2014 by 5:00 p.m. – Close of Business]**

10/30/14 EMC

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**NOTE:**

Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

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